

1. Instruct the infected employee to stay home for at least 14-28 days. (Required Medical Documentation from Physician for return to work).
2. Assure the infected employee that he/she will not be identified by name to their co-workers as having contracted the virus. Adhere to HIPPA and Americans with Disabilities Act ("ADA").
3. Establish the relevant 28 day period (it may be longer depending on the facts and circumstances). Ask the infected employee when they tested positive. That date will determine—at a minimum—the two potential 14 day windows for the employer. The first 14 window will help establish the scope of mitigation efforts with regards to your other employees. The second 14 day window will help establish the quarantine period for the infected employee (subject to any contrary opinion by a qualified health care professional). For example, if the employee tested positive on March 1, 2020, the employee should—at a minimum—remain at home and self-quarantine until at least March 15, 2020. Furthermore, the employer should identify where the infected employee worked, as well as those individuals the infected employee came into contact with, between at least February 17, 2020 and March 1, 2020.
4. Ask the infected employee (to the best of their recollection) to identify all areas in the office where they were physically present between the established time period (example -February 17 and March 1) The employer should have those areas sanitized immediately by in accordance with CDC guidelines, which can be found here.
5. Ask the infected employee (to the best of their recollection) to identify any individuals they came into contact with in the workplace between during the established time period (example -February 17 and March 1.)
6. Contact those employees identified in response to Question 5. Without disclosing the infected employees' identity (again, in accordance with ADA), advise them that an individual that has been physically present in their work area has tested positive for the virus.
7. Determine if out of an abundance of caution we should send those employees home for 14 days after the encounter at a minimum on Quarantine Leave. Where possible, allow the impacted employees to work remotely. Require the impacted employees to reach out to a qualified health care provider to seek advice as to what additional steps, if any, should be taken at that time—including whether the 14 day quarantine period is sufficient.

8. Be honest with your other employees. Without disclosing the infected employees' identity, advise your employees that an individual that has been physically present in the office during the prior 2 weeks has tested positive for the virus. Advise your employees that the area will be shut down until further notice so that the office can be cleaned and sanitized.

Sanitizing Protocols

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - Products with EPA-approved emerging viral pathogens claims external icon are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

- Otherwise, use products with the EPA-approved emerging viral pathogens claims. <https://www.epa.gov/coronavirus/what-emerging-viral-pathogen-claim>

Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene:

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 7 days have passed *since symptoms first appeared*.

Test-based strategy (simplified from initial protocol) previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing. For jurisdictions that choose to use a test-based strategy, the recommended protocol has been simplified so that *only one swab is needed at every sampling*.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart** (total of two negative specimens). See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons under Investigation \(PUIs\) for 2019 Novel Coronavirus \(2019-nCoV\)](#) for specimen collection guidance.

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue home isolation when at least 7 days have

passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Footnote

*This recommendation will prevent most, but may not prevent all instances of secondary spread. The risk of transmission after recovery, is likely very substantially less than that during illness.

**All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available.

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

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